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Weekly Report for Week Ending 1 July 1959  
from  
Records Disposition Branch

1. Contributions

None

2. Assignments

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a. Filing Equipment

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OO/Contact Division  Shelf Filing

The preparation of labels and folders by the Personnel IAS Pool has been completed. These will be forwarded to OO/Contact Division/ARO for shipment

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OCR/IR/FE/NEA, Shelf Filing  
OTR/Operations School/Headquarters Training, Shelf Filing  
OTR/Intelligence School, Shelf Filing  
Office of Security/Building 13, Shelf Filing  
OP/Records and Services Division, Test Installation, Shelf Filing

No change from previous report.

b. Special Projects

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DD/P Support Staff Files

Schedule for DD/P Support Staff files completed and delivered by hand to Committee on 30 June.

Review of Clerical Training in Filing

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Fourteen visual aids received from OL/PSD, screened and found satisfactory. Color slides are ready for use, and Vu-Graph slides are being mounted.

Instructor kits are being assembled by OP/IAS Pool. These are for RMS use and are identical to those provided for OTR/CT instructors.

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Demonstrator File for RMS Training on Subject-Numeric Filing System

Received from IAS Pool a complete set of representative folders and guides to demonstrate the Agency System of Subject Numeric Filing.

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Service Calls Processed by Records Center [redacted]

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Findings reviewed with [redacted]

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Findings prepared for presentation to ARO's.

Finished draft of booklet on correct procedure for requesting material from the Records Center.

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c. Vital Materials [redacted]

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[redacted]

Evaluation of VM Program

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[redacted] OCR/SR and VM Officers from ONE, ORR, OCI, and RMS met to study depositing of CIA-produced Finished Intelligence. Responsibility was assigned for systematic depositing of Finished Intelligence of Special Classification. This will correct an existing deficiency.

Evaluation of Vital Materials Program

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[redacted]

DD/I Vital Materials Committee

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[redacted] attended meeting at which [redacted] retiring chairman, introduced [redacted] newly appointed chairman. The finished intelligence and library reference collections [redacted] were most important items discussed. Summary of meeting may be found in Memorandum for Record file.

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Microfilming of VM

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Filming in OCR continues. A meeting with Col. [redacted] OCR/GR, [redacted] Logistics/Printing and Reproduction disclosed that filming of the ground photo collection is 66% complete. Upon completion of the ground photo collection filming of the personality file (125,000 photos) will commence. It is estimated that it will take one year to complete filming in OCR/GR.

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Microfilming continues in Office of Personnel. Projects in Contract Personnel and Benefits and Casualty Divisions have been completed.

3. News

Eliminated the need for an additional file cabinet for RMS reference and catalogue material by disposing of duplicate copies, surplus guides

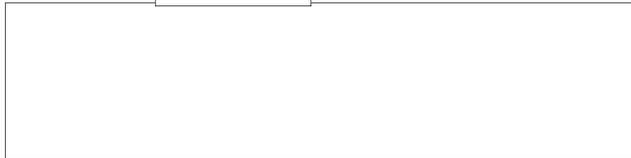
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and extracting only those articles of interest from Management publications over two years of age. Approximately 20% expansion space has been gained in present file cabinet.



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